

Meeting Date:

July 20, 2001

Members Present:

Wanda Martin (Recorder)

Monty Combs (Treasurer, proxy)

David Shonle (County Clerk, proxy)

Terry Nelson (Auditor, proxy)

Others Present:

Greg Ray (Office of Corporation Counsel)

Charles Spears (Wayne Township Trustee's Office)

Greg Ullrich (Health & Hospital Corporation)

Mark Mertz (Commission Counsel)

The meeting was called to order by Chairman Wanda Martin.

Approval of Minutes: David Shonle moved to accept the minutes of the February 7th meeting. Motion was seconded Terry Nelson and unanimously approved.

Wayne Township Assessor: A request as made to destroy the following records: Personal Property Assessment Forms 101, 102, 103, 104 (March 1, 1986 – March 1, 1991); Counter Books (1986 – 1991); Payroll Vouchers & Financial Records (1986 – 1991); Forms I & II for Mobile homes and Mobile Home Worksheets (prior to and including 1991); Copies of Auditor's Corrections, 17T & Special Billing Forms (prior to and including 1991); Copies of State Tax Board Decisions & Board of Review Decisions (prior to and including 1991); Request for Address Change (prior to and including 1991); Notice of Assessment Form II for Real Estate and Personal (prior to and including 1991); Copies of Deeds transferring properties (March, 1981 – March, 1991). Mr. Spears was reminded to consult the Financial Retention schedule to aid in his document destruction. Mr. Shonle moved to accept this request. The motion was seconded by Mr. Nelson and unanimously approved.

Office of Corporation Counsel: A request was made to destroy the following records: Litigation Lawsuit Files containing Pleadings, Correspondence, Attorney's notes and Tort Claim Notices (1998 and before) (see attached for listing of specific cases). Mr. Mertz stated that he already advised this agency that cases could not be destroyed within three years of origin. Therefore, he recommended that the request be amended to state that only cases before September 30, 1998 could be considered. Mrs. Martin questioned the spreadsheet heading of "Destruction Date" with specific dates listed. She was assured by Mark Mertz that these files were not destroyed and these dates were projected ones. Mr. Shonle suggested that any confidential cases be shredded. He moved to accept the request with the amended date to exclude any cases after September 30, 1998. The motion was seconded by Mr. Nelson and unanimously approved.

Approval of new County Auditors' Retention Schedule: Terry Nelson moved to accept this retention schedule as required by IC 5-15-6-2.5. Monty Combs seconded the motion and it was unanimously approved.

Approval of Revised Retention Schedule for Towns Below 5,000 Population: David Shonle moved to accept this retention schedule as required by IC 5-15-6-2.5. Terry Nelson seconded the motion and it was unanimously approved.

Approval of Revised Retention Schedule for Cities and Towns Above 5,000 Population:

David Shonle moved to accept this retention schedule as required under IC 5-15-6-2.5. Monty Combs seconded the motion and it was unanimously approved.

OLD BUSINESS

Retention schedules: The approval of the above name retention schedules generated discussion about Marion County's audit situation in relation to the wording of the retention schedules. According to the retention schedules, documents can be destroyed after a specified number of years and "after the State Board of Accounts audit". Marion County has an outside firm of KPMG perform its yearly audit. The Commission has in the past addressed this problem by sending a letter to Mr. Handfield stating their concerns. Never having received a written response, the Commission will send another letter requesting clarification.

There being no further business, Wanda Martin adjourned the meeting.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary